

BOARD OF CORRECTION

"Protecting Idaho through Safety, Accountability, Partnerships And Opportunities for Offender Change"

Robin Sandy Chair Jay Nielsen Vice-Chair JR Van Tassel Secretary

Board of Correction Meeting Minutes

April 2, 2010 – 8:30 a.m. – 4:00 p.m. MT Idaho Department of Correction 1299 N. Orchard St., Suite 110, Boise, ID 83706

Members Present:

Robin Sandy – Chair JR Van Tassel – Secretary Jay Nielsen - Vice-Chair

Comprising a quorum of Board of Correction (Board)

Others Present:

Brent D. Reinke, Director Debi Jessen, Administrative Assistant

Pam Sonnen, Division Chief, Prisons
Tony Meatte, Division Chief, Management Services
Terri Tomisser, Human Resource Services Dir.
Kevin Kempf, Division Chief, Community Corrections

Shane Evans, Acting Division Chief, Education & Treatment

See attached attendance list

I. Call to order

Chair Sandy called the meeting to order at 9:35 a.m.

II. Approval of minutes.

Vice-Chair Nielsen motioned to approve the minutes from the February 5, 2010, and March 11, 2010, Board meetings. Seconded by Secretary Van Tassel. Motion carried unanimously.

III. Welcome and introductions

Chair Sandy welcomed everyone and recognized all guests in attendance.

IV. Board of Correction award/recognition - Chair Sandy and Director Reinke

- Director Reinke recognized Correctional Officer Michael O'Donnell for working with offender Gout and arranging to have 8 quilts made by the offender donated to the Ronald McDonald house. CO O'Donnell's efforts have brought the positive side of correction to the public's attention.
- Director Reinke also presented offender Gout with a letter of appreciation for his work.

V. Leadership team updates

- ❖ Division of Prisons Chief Pam Sonnen
 - ♦ Sonnen presented the Prison Division's management analysis for February 2010 in a PowerPoint slide show. Areas highlighted included:
 - Number of groups conducted at each facility;
 - Incarcerated offender admissions and releases;
 - Use of force incidents:
 - Offender assaults on offenders and staff;
 - Prison Rape Elimination Act statistics;

- Current vacancies for both security and non-security staff; and
- Number of offenders either incarcerated or under supervision, affiliated with a known gang.
- ♦ Criteria for female offenders to be eligible for participation in work centers include
 - No sex offenders:
 - Offenders must be 90-day Class A Disciplinary Offense Report (DOR) free; and
 - Offenders must be within 12 months of parole eligibility date, tentative parole date or full-term release date for a high-risk crime or 18 months for a low-risk crime.

Division of Community Corrections - Chief Kevin Kempf

- ♦ A new committee has been formed to review the national Interstate Compact rules and determine ways to change them in light of the recent incident that occurred in Washington state; the shooting suspect was on interstate compact.
- ♦ Working with district managers to make sure that reentry and wraparound services are available when the Correctional Alternative Placement Program (CAPP) opens.
- ♦ Community Corrections Division (CCD) has experienced no growth due to Parole Officers and the Parole Commission working together to review discharge requests thus reducing caseloads. CCD is also working on an unsupervised parole program for certain types of offenders.

❖ Division of Management Services - Chief Tony Meatte

- Fiscal has started year-end processing early to determine what savings there may be for year end FY10.
- ♦ The IT manager has resigned effective June 30, 2010. The Office of Professional Standards is currently working on a case involving the contractors who worked on the Correctional Information System ICIS).
- ◆ The kitchen remodeling project at Cottonwood is on schedule with a completion date of October 2010.
- ♦ An internal audit was conducted on the Idaho Department of Correction's (Department) fleet, detailing issues with the current system and recommendations for improvement.
- ♦ Through the first 20 pay periods of FY10 staff has taken 56,523.8 furlough hours with 4400 hours taken in the previous 2-week period.
- ♦ Meatte discussed the 7% reduction in the Department's FY11 budget and highlighted some of the line item requests that were granted. He also noted that employees would be receiving a health care premium "holiday" for 2 pay periods.
- ◆ The Director provided the budget dashboard document that will be sent to lawmakers approximately every six weeks.

❖ Division of Education and Treatment - Acting Chief Shane Evans

- Evans presented the new Education & Treatment organizational chart and detailed each area's primary focus.
- ♦ Evans provided the timeline for the health care contract noting that the scores revealed Correctional Medical Services (CMS) to be the best value vendor. The Department is currently in the pre-award phase with an anticipated contract award date of April 21, 2010.

❖ Human Resource Services (HRS) - Director Terri Tomisser

- ♦ Tomisser highlighted the legislative changes that were signed into law during the 2010 session and what impact they will have on employees.
- ♦ There are currently 64 vacancies in the Department in additional to the 55 positions that have been given up as part of the budget holdback.
- ◆ Tomisser presented the turnover rates for FY05 through FY10.
- ♦ The Department will be implementing computer-based training; the first training will be "Respectful Workplace" training, which will result in a \$50,000 cost avoidance.
- Academy 25, which will be the first 5-week academy for correctional officers, will begin June 21, 2010.

- ◆ HRS is working with Management & Training Corporation (MTC) and the Evaluation and Compliance unit on standards for the employees at the CAPP facility.
- ♦ The Department will be implementing a new one-day orientation for non-security and contract staff and new first line supervisor and shift commander training.

VI. CAPP update - Warden Brian Finn

- ♦ MTC is working on the final punch list for the facility which should be ready by the July 1, 2010, opening date. Equipment and supplies are being purchased from local vendors when possible.
- ♦ Security staff will participate in the first academy beginning May 24, 2010, with a new academy starting every 5 weeks until all staff are trained. MTC anticipates hiring a total of 84 staff members.
- ♦ MTC is anticipating that the ribbon cutting ceremony will be held in mid-June, depending on schedules.

VII. CAPP agreement changes - Rod Leonard, Contract Monitor

♦ Leonard shared that due to budget decisions, it was necessary to make an amendment to the CAPP lease purchase contract. It was necessary to change the wording in the contract from "service commencement date" to the date of June 1 2010.

Secretary Van Tassel motioned to accept the changes made to the lease purchase contract. Seconded by Vice-Chair Nielsen. Motion carried unanimously.

VIII. ICC update - Andrea Evans, Corrections Corporation of America

- Evans introduced the interim warden Timothy Wengler.
- Wengler provided background information on his qualifications for the position and shared his plans and expectations.

IX. Department & Parole Commission Reports – Office of Performance

Evaluations (OPE)

- ♦ Carrie Parrish presented the OPE report findings and recommendations for the study done within the Prisons Division.
- ♦ Amy Lorenzo presented the OPE report findings and recommendations for the study done within the Commission for Pardons and Parole.

X. Executive session

Secretary Van Tassel motioned to enter into executive session pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b) at 11:32 p.m. Seconded by Vice-Chair Nielsen. Motion carried unanimously.

- A. *I.C.* 67-2345(f) To communicate with legal counsel for the Idaho Department of Corrections to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
- B. *I.C.* 67-2345(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

Chair Sandy moved the Board out of executive session at 1:09 p.m.

XI. Regular session

XII. Food service - Chief Pam Sonnen

 Sonnen presented the changes and corresponding savings made to the food service operations at the facilities.

XIII. Offender statistics update - Tony Grange, Research Analyst

• Grange presented the offender numbers for the current fiscal year.

XIV. Director's report - Director Brent D. Reinke

- Reinke introduced Brent Packer who has been tracking legislation for the Department for 5 years and presented him with a challenge coin for his service.
- Reinke discussed the IDOC appropriation bill and discussed the legislation that was passed this session as it affects the Department:
 - The Therapeutic Community rider program will be the third approach in the trio of options available to the courts.
 - Emergency preparedness as it relates to how we will respond to emergencies at ICC.
- ◆ Jeff Ray, Public Information Officer, updated the Board on media stories concerning the Department.
- ♦ The fourth annual Back to Basics schedule was shared with the Board.
- Reinke reported that the Department is developing a legislative update to share by May 1, 2010.

Vice-Chair Nielsen motioned to include CMS on the agenda for each Board meeting to provide an update. Seconded by Secretary Van Tassel. Motion passed unanimously.

XV. Board compensation and official board representation - Director Reinke

- Reinke discussed the current budget for the Board. Board members discussed compensation and how to determine the functions to have a Board member as representation.
- ♦ Board members discussed their desire to meet more frequently for the remainder of the calendar year. Upon discussion, members agreed to meet via videoconference every other month and in person the other months for the remainder of the year.

Vice-Chair Nielsen motioned to pay Board members for one half day for functions lasting less than four hours. Seconded by Secretary Van Tassel. Motion carried unanimously.

XVI. Next Board meeting date, time and location confirmation

Next board meeting will be scheduled in mid-May.

XVII. Final board discussion

❖ Each Board member expressed their thoughts relating to Warden Wengler as a candidate for the Warden's position at ICC.

Vice-Chair Nielsen motioned to authorize any appeal that the Deputy Attorneys General determine is necessary in the Balla lawsuit. Seconded by Secretary Van Tassel. Motion carried unanimously.

XVIII. Adjournment

Secretary Van Tassel motioned to adjourn the meeting. Seconded by Vice-Chair Nielsen. **Motion carried unanimously.** Meeting was adjourned at 2:55 p.m.

Submitted by:	
Debi Jessen, Administrative Assistant Approved by:	Date
Robin Sandy, Chair	Date